

# MANISTEE CITY PLANNING COMMISSION

70 Maple Street, Manistee, Michigan 49660

Meeting of Thursday, January 2, 2003

7:00 p.m. - Council Chambers, City Hall

## AGENDA

- I Roll Call
- II Public Hearing
  - 1. Manistee Masonic Temple Association, 342 Fifth Street - Special Use Permit
  - 2.
- III Citizen Questions, Concerns and Consideration
- IV Approval of Minutes
  - Planning Commission Meeting (12/5/02)
- V New Business
  - 1. Manistee Masonic Temple Association, 342 Fifth Street - Special Use Permit
  - 2. Committee Appointments
  - 3. By-Law Review
  - 4.
- VI Unfinished Business
  - 1.
- VII Other Communications
  - 1.
- VIII Work/Study Session
- IX. Adjournment


### Speaking at Meetings:

Unless waived by the Commission for a specific meeting, any public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be appointed who may request that the Chairman approve more than the normal five (5) minutes. If necessary, a maximum of five (5) minutes will be allowed for the group to caucus to choose their spokesperson and develop their comments.

# MEMORANDUM

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**TO:** Planning Commission Members

**FROM:** Denise Blakeslee   
Secretary, Community Development

**DATE:** December 20, 2002

**RE:** Planning Commission Meeting January 2, 2003

The January Planning Commission Meeting will be at 7:00 p.m. on Thursday, January 2, 2003. The following items are on the Agenda:

1. Manistee Masonic Temple Association, 342 Fifth Street - Special Use Permit. The Masonic Temple Association purchased the old church located on the corner of Fifth and Walnut Street with the intention of using the building for their organization. The previous owners had used the building as a residence which was a change of use from religious/assembly to residential. Now the Masonic Temple Association want to revert back to the religious/assembly use which is permitted as a Special Use in the R-4 Residential District.

NOTE: If the Planning Commission were to issue a Special Use Permit for the Masonic Temple Association they will be required to apply for a variance from the Zoning Board of Appeals because they do not meet the parking requirements of the Zoning Ordinance. Enclosed is the request for a Special Use Permit.

2. Committee Appointments. As Chairman of the City of Manistee Planning Commission Roger Yoder will appoint Planning Commission Members to serve on various Committees.
3. By-Law Review. Once a year the members of the Planning Commission review the Planning Commission By-Laws and Rules of Procedure. A copy of the By-Laws are enclosed for your review. Please note that starting next January we will also do an annual review the Master Plan.

We hope that all of you have a wonderful Holiday. See you at the meeting!



## Planning Commission

# SPECIAL USE PERMIT APPLICATION

MANISTEE MASONIC TEMPLE ASSOCIATION  
Applicant  
P.O. Box 1  
Address  
Manistee, Mi 49660  
City, State, Zip Code  
Phone Numbers (Work) \_\_\_\_\_

### FOR OFFICE USE ONLY:

Case number \_\_\_\_\_  
Date Received 12-18-03  
Fee Received \$250.00  
Receipt Number T-1869  
Hearing Date 1-2-03  
Action Taken \_\_\_\_\_  
Expiration Date of Permit \_\_\_\_\_

(Home) 723 6306

**FEE FOR SPECIAL USE PERMIT \$250.00**

### I. ACTION REQUESTED:

A Special Use Permit is hereby requested for the following purpose: ~~Religious Assembly~~  
TO REESTABLISH BUILDING  
USE PERMIT TO A CHRISTIAN ASSEMBLY

### II. PROPERTY INFORMATION:

- A. Address of Property: 342 Fifth St.  
Tax Roll Parcel Code Number: 51-51- 574-732-01
- B. List all deed restrictions - cite Liber & Page where found and attach: None
- C. Names and addresses of all other persons, firms or corporations having a legal or equitable interest in the land. None
- D. Zoning District: R-4
- E. Present use of the property: VACANT - FORMERLY RELIGIOUS ORGANIZATION
- F. Attach a Site Plan which meets the requirements of the Special Use Permit Ordinance (see attached).
- G. Is a Property survey attached? ☐ Yes ☒ No.
- H. Estimated completion date of construction (if applicable): summer 2003

### III. STATEMENT OF JUSTIFICATION FOR REQUESTED ACTION:

- A. State specifically the reason for this Special Use Permit request at this time ~~street parking~~  
~~code requirements~~ TO REESTABLISH BUILDING AS  
CHRISTIAN ORGANIZATION FOR ASSEMBLY
- B. Statement of support for the request. Please justify your request for a Special Use Permit below. The justification should address the following concerns: (Attach additional sheets if necessary)
1. The relationship of the Special Use Permit conditions (Article 86, Section 8610 and if applicable, Article 16) to the particular Special Use proposed. Do they pose any unusual problems for compliance? No
  2. Relationship of the proposed use to the development plans of Manistee County and the City of Manistee. N/A
  3. Impacts of the adjacent property and neighborhood. Indicate what impacts of the proposed use on the adjacent property are anticipated and what steps will be taken to mitigate any negative impacts. Consider the following: None
    - a. Will the proposed use adversely affect the health, safety or enjoyment of property of persons residing or working in the neighborhood? No
    - b. Will proposed use be detrimental to the public welfare or injurious to property in the neighborhood? No

### IV. INFORMATION REQUIRED IN APPLICATION:

- A. An Application for Special Use shall include:
1. A detailed Site Plan, as spelled out in Section 9406 of this ordinance, a copy of which is attached.
  2. A specific statement and supporting information regarding the required findings for the Special Use Permit, as stated in Section 8609 (as follows).
    - a. *Is the use reasonable and designed to protect the health, safety and welfare of the community,*
    - b. *Is the use consistent with the intent and purpose of the Land Use District,*
    - c. *Is the use compatible with adjacent land uses,*
    - d. *Is the use designed to insure that public services and facilities are capable of accommodating increased loads caused by the land use or activity, and*
    - e. *Does the use comply with all applicable regulations of this Ordinance.*
    - f. *Does the use comply with all specific standards found in the respective Land Use District, Section 1601 et. seq., and Section 101 et. seq. of this Ordinance.*

3. Proposed location of any open spaces, landscaping and buffering features such as greenbelts, fences, etc.

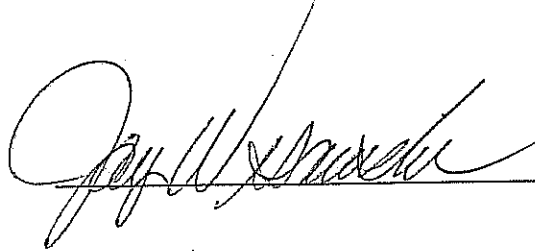
B. In Addition, the applicant may be required to furnish:

1. Elevations on all buildings, including accessory buildings.
2. An Environmental assessment.
3. Evidence of having received or having an agreement for concurrent approval for any other necessary permits required prior to a construction code permit.
4. Measures which will be undertaken to control soil erosion, shoreline protection, excessive noise, or adverse impacts of the development on the surrounding properties.

**V. CERTIFICATION AND AFFIDAVIT:**

The undersigned affirm(s) that he/she/they is/are the ☐ owner, ☐ leasee, ☒ owner's representative, ☐ contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion.

Signature (s) of Applicant (s):



Board Chairman

Dated


12/18/02

☒ By checking this box permission is given for Planning Commission Members to make a site inspection if necessary.



# Memorandum

TO: Roger Yoder

FROM: Denise Blakeslee 

DATE: December 20, 2002

RE: Committee Appointments/By Law Update

COPY

Roger, attached is the Committee Appointment List for 2003. The two new committees that have been formed are the Master Plan Review Committee and the Ordinance Re-write Committee. The function of these committees are as follows:

Master Plan Review Committee: Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan. An example would be the "Hotel Chippewa Fire". The vacant property created by this fire would not necessary require a change in the plan, but should be noted for review during the annual review that will be done during the first meeting in January. This Committee will meet as they feel it is necessary.

Ordinance Re-Write Committee: Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated. They will also consider changes to the ordinance i.e. tattoo parlors, view corridors, non-conforming uses (set-backs). The committee will also review copies of the variance requests that the Zoning Board of Appeals has voted on over the past several years for needed changes to the ordinance.

I will have a the Planning Commission Members - 2003 list that will be distributed after the Committee Appointments.

When Jon and I took a quick review of the By-Laws we found a couple of items that may need to be updated.

1. Section 4.2 Ad Hoc Committees: 2<sup>nd</sup> paragraph Committee Appointments. Would like to include Master Plan Review Committee in the list of committees. This will enforce the importance of the committee. The Ordinance Re-Write Committee will only need to be in place during the Zoning Ordinance Update. Hopes are that the re-write will be concluded in a years time and would not need to be placed on the list.
2. Section 10.1 Medium Site Plans: *change language as follows to be gender neutral:*

Subject to review by the zoning administrator, with the option to refer the plan to the planning commission or site plan review committee.

Both Jon and I will be out of the office over the holidays. Jon will be back in the office January 2<sup>nd</sup> all day. I will be in after 12:00. See you at the meeting.

# MANISTEE CITY PLANNING COMMISSION

## COMMITTEE APPOINTMENTS 2003

COMMITTEE	2003 APPOINTEES
<b>BIKE TRAILS</b> - <i>Citizen Committee formed to develop recommendations for non-motorized transportation routes through the City of Manistee</i>	Greg Ferguson Phil Picardat
<b>HISTORIC OVERLAY/SITE PLAN REVIEW COMMITTEE</b> - <i>5 member committee including DDA Representative and Museum Representative to oversee building modifications in the Historic Overlay District (Downtown) - Site Plan Review Committee assists the Zoning Administrator with Site Plan Reviews.</i>	Dave Kelley Joyce Jeruzal Roger Yoder Bob Davis - Alternate John Serocki - Alternate
<b>JOINT CITY ORDINANCE REVIEW COMMITTEE</b> - <i>Members of the Executive Committee of the Planning Commission who review Ordinance Amendments with members of the City Council.</i>	Executive Committee: Ray Fortier Joyce Jeruzal Roger Yoder
<b>MASTER PLAN REVIEW COMMITTEE</b> <i>Members of this committee will be responsible to keep current with new trends/changes that are going on in the community that could impact the Master Plan. An example would be the "Hotel Chippewa Fire". The vacant property created by this fire would not necessary require a change in the plan, but should be noted for review during the annual review that will be done during the first meeting in January. This Committee will meet as they feel it is necessary.</i>	Greg Ferguson John Serocki Tony Slawinski
<b>ORDINANCE RE-WRITE COMMITTEE</b> <i>Members of this committee will assist in reviewing the Zoning Ordinance for areas that need to be changed and/or updated. They will also consider changes to the ordinance i.e. tattoo parlors, view corridors, non-conforming uses (set-backs). The committee will also review copies of the variance requests that the Zoning Board of Appeals has voted on over the past several years for needed changes to the ordinance.</i>	Greg Ferguson Ray Fortier Joyce Jeruzal Roger Yoder
<b>ZONING BOARD OF APPEALS</b> <i>One member of the Planning Commission also serves on the Zoning Board of Appeals</i>	Ray Fortier



# **MANISTEE CITY PLANNING COMMISSION**

## **BY-LAWS and RULES OF PROCEDURE**

The following by-laws and rules of procedure are hereby adopted by the Planning Commission to facilitate the performance of its duties as outlined in Act 285, P.A. of 1931, as amended (being M.C.L. 125.34, Municipal Planning).

### **Section 1.0 Officers:**

- 1.1 Selection: At the regular meeting in December of each year, the Planning Commission shall select from its membership a Chairman, Vice Chairman and Secretary. All officers are eligible for reelection.
- 1.2 Tenure: The officers shall take office at the start of the next regular meeting following their selection and shall hold office for a term of one year, or until their successors are selected and assume office.

### **Section 2.0 Officers' Duties:**

#### **2.1 Chairman: The Chairman shall:**

- A. Preside at all meetings,
- B. Appoint committees,
- C. Sign all Legal Documents authorized by the Planning Commission,
- D. Periodically meet with Planning Department Staff,
- E. Appoint an acting Secretary for a meeting at which the Secretary is absent, and
- F. Perform such other duties as may be ordered or authorized by the Planning Commission.

[Annotation: Section 2.1.C was added by amendment on November 4, 1999]

#### **2.2 Vice Chairman: The Vice-Chairman shall:**

- A. Act in the full capacity of the Chairman in the absence of the Chairman, and
- B. In the event the office of the Chairman becomes vacant, shall succeed to the office of Chairman for the unexpired term. The Planning Commission shall select a successor to the office of Vice-Chairman from its membership for the unexpired term.

#### **2.3 Secretary: The Secretary or his or her designee shall:**

- A. Execute documents in the name of the Planning Commission,
- B. Be responsible for the minutes of each meeting and shall have them spread in suitable volumes.
- C. Be responsible for copies of the minutes being distributed to each member of the Planning Commission prior to the next meeting of the Planning Commission,
- D. Prepare an agenda for each meeting,
- E. Be responsible for all communications, petitions and reports addressed to the Planning Commission,
- F. Keep attendance records and shall notify the City Council whenever any member of the Planning Commission is absent from three consecutive regularly scheduled meetings so the

City Council can take further action pursuant to Section 3.2 of these rules of procedure and by law, and

- G. Perform such other duties as the Planning Commission may determine.
- H. Maintain an accounting of funds budgeted to the Planning Commission.

[Annotation: Section 2.3 was amended November 4, 1999, by adding "or his or her designee" to 2.3 and adding 2.3.D]

### Section 3.0 Meetings:

- 3.1 Regular Meetings: Meetings of the Planning Commission will be held the First Thursday of every month at 7:00 p.m. in the City Council Chambers at City Hall. When the regular meeting day falls on a legal holiday, or if city wide festivities are planned for that date, the Planning Commission shall select a suitable alternate day in the same month. A meeting of the Planning Commission shall only be canceled due to severe weather or when quorum cannot be present.

[Annotation: The meeting time was changed from 7:15 p.m. by amendment on December 10, 1992]

- 3.2 Attendance: If any member of the Planning Commission has unapproved absences from three consecutive regularly scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the City council to remove any member from the Planning Commission for nonperformance of duty or misconduct of office, or both.

[Annotation: Section 3.2 was amended on January 3, 2002]

- 3.3 Special Meetings: Special meetings shall be called at the request of the Chairman, or by three members of the Planning Commission. Notice of special meetings shall be given to the members of the Planning Commission at least 48 hours prior to such meeting and shall state the purpose and time and place of the meeting. The Chairman may designate special meetings for the exclusive purpose of discussion of long range portions of the master plan or for other single issue discussions.

[Annotation: Section 3.3 was amended on November 4, 1999]

- 3.4 Public: All regular and special meetings, hearings, records and accounts shall be open to the public.
- 3.5 Quorum: Five members shall constitute a quorum for the transaction of business and the taking of official action for all matters except the adoption of a master plan, or any part of a master plan. The affirmative vote of six members shall be necessary for the adoption of a master plan, or any part of a master plan. Whenever a quorum is not present at a meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until ratified and confirmed at a subsequent meeting when a quorum is present by acting to approve the minutes of the meeting at which the quorum is not present.

- 3.6 Motions: Motions shall be restated by the Chairman before a vote is taken.

- 3.7 Voting: Voting shall be by voice or shall be by roll call and each vote recorded in the minutes. Roll call votes shall only be done upon request of a member or by ruling of the Chairman. Members must be present to cast a vote.

- 3.8 Commission Action: Action by the Planning Commission on any matter on which a hearing is held shall not be taken until after the hearing has concluded.
- 3.9 Parliamentary Procedure: Parliamentary Procedure in Commission meetings, when needed, shall be governed by Roberts' Rules of Order.
- 3.10 Conflict of Interest: As used here, a conflict of interest shall at a minimum include, but not necessarily be limited to, the following:
- A. A commission member issuing, deliberating, voting or reviewing a case concerning himself.
  - B. A commission member issuing, deliberating, voting or reviewing a case concerning work on land owned by himself.
  - C. A commission member issuing, deliberating, voting or reviewing a case involving a corporation, company, partnership, or other entity in which he is a part owner, or any other relationship where he may stand to have a financial gain or loss.
  - D. A commission member issuing, deliberating, voting or reviewing a case which is an action which results in a pecuniary benefit to himself.
  - E. A commission member issuing, deliberating, voting or reviewing a case concerning his spouse, children, step-child, grandchildren, parents, brother, sister, grandparents, parents in-law, grandparents in-law or member of his household.
  - F. A commission member issuing, deliberating, voting or reviewing a case where he/she is a member of the Manistee City Planning Commission and
    - 1. is an applicant, or
    - 2. has a direct interest in the permit, or
    - 3. chooses to intervene in a permit application case and is done in such a manner that the commissioner feels, in his/her judgement, that his/her job, scope of duties and/or position may be a risk, pending the outcome of the permitting process. A commission member shall, when he/she has a conflict of interest do the following immediately, upon the first review of the case and determining a conflict exists:
      - a) declare a conflict exists at the beginning of the meeting where the case appears on the agenda, or when the topic brought up so such declaration is recorded in the minutes, and
      - b) refrain from participating in the discussion, site inspection or review of the case, except where specific information has been requested by the commission, and
      - c) refrain from casting a vote on any motion having to do with the case.

[Annotation: Section 3.0 Meetings was amended on November 4, 1999. The amendment included deleting 3.6 Order of Business]

#### Section 4.0 Committees:

##### 4.1 Executive Committee:

- A. The Executive Committee shall be a standing committee of the Planning Commission. Its membership shall be the elected officers of the Commission, and they shall hold the same offices in the committee. The Executive Committee may deal with recommendations to the Planning Commission on
  - 1. matters of the Planning Commission Budget;

2. and anything else directed to the Executive Committee by the Planning Commission.  
[Annotation: Section 4.1.A was amended on November 4, 1999]
- B. The Executive Committee has limited power to act only on housekeeping matters, budget, office policy, overseeing contracts when time constraints require action prior to the next regularly scheduled Planning Commission meeting. Such actions shall be reported at the next regularly scheduled Planning Commission meeting and are subject to the Planning Commission's review and veto.  
[Annotation: Section 4.1B was amended on November 4, 1999]

- 4.2 Ad Hoc Committees: The Planning Commission or Chairman of the Planning Commission may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. No more than four members of the Planning Commission may serve on an ad hoc committee at any given time.

Committee appointments shall be made at the first regular meeting held in January of each year or at the time the committee is formed. Committees requiring appointments may include, but are not limited to: Historic Overlay/Site Plan Review Committee, Joint City Ordinance Review Committee, Master Plan Review Committee and Zoning Board of Appeals.

[Annotation: Section 4.2 was amended on January 4, 2001, amendment included deletion of Manistee County Plat Review Board and DDA Liaison.]

[Annotation: Section 4.2 was amended on January 2, 2003 amendment to add Master Plan Review Committee to the list of Committees]

- 4.3 Citizen Committees: The Planning Commission, Chairman of the Planning Commission, and/or the Planning Director may establish and appoint citizen committees with the consent of the Planning Commission. Membership can be any number, so long as no more than four members of the Planning Commission serve on a citizen committee at any given time. The purpose of the citizen committee is to have more citizen and municipal government involvement, to be able to use individuals who are knowledgeable or expert in the particular issue before the Planning Commission, to better represent various interest groups.

## Section 5.0 Rules of Procedure for All Committees:

- 5.1 Subservient to the Planning Commission: All committees are subservient to the Planning Commission and report their recommendations to the Planning Commission for review and action. A simple majority vote by the Planning Commission can overrule any action of any committee.
- 5.2 Same Principles: The same principles of these Rules of Procedure for the Planning Commission also apply to all committees of the Planning Commission:
  - A. Officers of committees are appointed by the Chairman at the time the committee is created or are elected by the committee from its membership at their first meeting. Officers, at a minimum, shall include a chairman and a secretary-vice chairman.
  - B. A committee's quorum shall be at least half the total appointed membership of the committee. Only citizen committees can elect to meet without a quorum as provided in section 3.4 of these Rules of Procedure.

- C. Only those appointed members of a committee who are present at the time of a vote shall be eligible to cast a vote.
- D. If any member of a committee is absent from three consecutively scheduled meetings of that committee, than that member shall be considered delinquent. Delinquency shall be grounds for the Planning Commission to remove the member from the committee. The elected committee secretary or acting secretary shall (and the Planning Director may) keep attendance records and notify the Planning Commission of any committee member who has been absent from three consecutively scheduled meetings. The Planning Commission may consider removal of the individual from the committee.  
[Annotation: Section 5.2.D was amended on November 4, 1999]
- E. The secretary of the committee shall keep minutes of the committee meetings in the same format as the minutes of the Planning Commission. Minutes shall be filed in the Planning Department.
- F. Committees have reasonable use of Planning Department staff time and assistance and direction for performing the work of the committee.
- G. All committee meetings, records, etc. are open to the public
- H. Citizen committees may form subcommittees from their own membership or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance, minutes, public participation, Less than one half the committees' members shall be appointed to a single subcommittee.

#### Section 6.0 Per Diem, Expenses and Mileage:

- 6.1 Mileage and Per Diem shall be paid to members of the Planning Commission at rates established by the City Council from time to time for attendance at Commission meetings and Executive Committee meetings and other authorized meetings or trips to represent the Commission, if those members bill the Commission for the same.
- 6.2 The payment of registration fees and/or the reimbursement of expenses to represent the City at planning related meetings, seminars and workshops must be approved by the Planning Commission, provided budgeted funds are available and if those members bill the Commission for the same.

[Annotation: Section 6.2 was amended on January 3, 2002]

#### Section 7.0 Hearings:

- 7.1 Master Plan Hearings: Before the adoption of any part of the Master Plan as defined in Section 8 of P.A. 285 of 1931, as amended (being M.C.L. 128.38, Municipal Planning) or any amendment to the Master Plan, or recommending approval of an amendment to the governing body, the Planning Commission shall hold a public hearing on the matter. Notice of the time and place of the hearing shall be given, not less than 15 days prior to such hearing, by one publication in each newspaper of general circulation.

- 7.2 Special Hearings: Notice of special hearings for the purposes of presenting preliminary master plans, obtaining public opinion on a problem, or discussion of a particular problem with interested parties will be given in the most practical manner and to persons, or group representatives most interested.
- 7.3 Notice of Decision: A written notice containing the decision of the Planning Commission will be sent to petitioners and originators of a request for the Planning Commission to study a special problem.
- 7.4 Speaking at Meetings. Unless waived by the Commission for a specific meeting, any public comment shall be limited to five (5) minutes per speaker, one time only. If a group of people wish to be heard on one subject, a spokesperson may be appointed who may request that the Chairman approve more than the normal five (5) minutes. If necessary, a maximum of five (5) minutes will be allowed for the group to caucus to choose their spokesperson and develop their comments.

[Annotation: Section 7.4 was added on January 3, 2002]

#### Section 8.0 Matters to be considered by the Planning Commission:

- 8.1 The following matters shall be presented for consideration at a meeting of the Planning Commission:
- A. All preliminary plans and reports for the physical development of the city, including the general location, character and extent of streets and roads, viaducts, bridges, parks and open spaces; the general location and extent of public utilities and terminals.
  - B. The removal, relocation, widening, narrowing, vacating, abandonment, change of use or extension of any public right-of-way, grounds, agricultural land, open spaces, buildings or properties.
  - C. The general character, extent and layout of the replanning and redevelopment of blighted districts and slum areas.
  - D. Land subdivision plats.
  - E. All planning reports and plans before publication.
  - F. Capital improvement programs.
  - G. Planning Department and Commission's budget requirements for the fiscal year and requests for appropriations.
  - H. Selection of consultants and determination of basis for compensation.  
[Annotation: Section 8.1.H was amended on November 4, 1999]
  - I. Plans, zoning ordinances, etc. adopted by municipalities.
  - J. Such other matters as the Planning Director shall find advisable or essential to receive consideration by the Planning Commission.

Section 9.0 Matters to be acted upon by staff on behalf of the Commission:

- 9.1 The Planning Department Director shall take action or make recommendation in the name of the Planning Commission, in accordance with such plans, policies and procedures as are approved or established by the Planning Commission from time to time. Where there is a serious conflict of interest, public controversy, or uncertainty or doubt as to the plans, policies or procedures approved or established by the Planning Commission, presentation of the matter shall be made at a Planning Commission meeting.

Section 10.0 Site Plan Review and Parcel Split and Combination Review Policy:

[Annotation: "Lot" was changed to "Parcel" by amendment on January 4, 2001]

10.1 Submitted site plans shall be reviewed in the following manner:

**Basic Site Plans:** shall only be subject to review by the zoning administrator.  
[Annotation: "City Code Administrator" was changed to "Zoning Administrator" by amendment on November 4, 1999]

**Medium Site Plans:** subject to review by the zoning administrator, with the option to refer the plan to the planning commission or site plan review committee.  
[Annotation: Previous language for Medium Site Plans was deleted and new language was adopted by amendment on January 3, 2002]  
[Annotation: language for Medium Site Plan was changed by amendment on January 2, 2003 to be gender neutral]

**Detailed Site Plans:** shall only be subject to review by the planning commission and/or Board of Appeals.

- 10.2 The Zoning Administrator shall report monthly on all site plans administratively reviewed.  
[Annotation: Section 10.2 was added by amendment on November 4, 1999]

- 10.3 Plans for Parcel Splits and Combinations shall be reviewed, as required in Section 151.07(E) of the Manistee City Subdivision Ordinance, in the following manner:

Plans for the proposed parcel split or combination shall be forwarded by the Zoning Administrator to the Site Plan Review Committee or the Planning Commission, for review. The plan shall be reviewed to see that each resulting parcel meets each and every requirement of the City of Manistee Zoning Ordinance for the land use district in which the parcels are located.

If reviewed by the Site Plan Review Committee the Committee is authorized to either:

- A. Submit recommendations on the plan to the Manistee City Council on behalf of the Planning Commission, or
- B. Refer the plan to the full Planning Commission for review and recommendation.

As provided in Section 1242.f.2 of the Manistee City Code of Ordinances, recommendations of the Site Plan Review Committee and/or of the Planning Commission can be made with or without a public hearing.

[Annotation: Section 10.3 added by amendment on December 9, 1993]

[Annotation: "City Code Administrator" was changed to "Zoning Administrator" by amendment on November 4, 1999]

[Annotation: Section 10.3 was changed by amendment on January 4, 2001, included in change was deleting "Lot" and replacing with "Parcel", adding Planning Commission, and updating Section number of Manistee City Code of Ordinance.]

## Section 11.0 Staff assigned to Planning Commission:

[Annotation: Section 11.0 was changed by amendment on November 4, 1999]

11.1 Authorization: The Planning Commission staff may consist of a Planning Director and such other personnel as may be authorized after the budget for the same is approved by the City Council.

[Annotation: Section 11.1 was changed by amendment on November 4, 1999]

11.2 General Responsibility: The Planning Commission Staff is charged with the duty of preparation and administration of such plans as are authorized by the Planning Commission.

11.3 Planning Director's Duties: The Planning Director shall be responsible for the professional and administrative work in directing and coordinating the program of the City. His work shall be carried on with the widest degree of professional responsibility under the direction of the City Manager. The Planning Director shall:

[Annotation: Section 11.3 was changed by amendment on November 4, 1999]

- A. Supervise and review the work of professional, technical and nontechnical employees.  
[Annotation: Section 11.3.A was changed by amendment on November 4, 1999]
- B. Prepare a proposed annual budget for the Planning Commission and Department to submit to the Planning Commission.
- C. Be responsible for carrying out the directives of the Planning Commission.
- D. Work with the chairman of the Planning Commission for formulation of staff policy, subject to approval by the Planning Commission.
- E. Recommend to the Planning Commission the process to implement plans and policies such as:
  - 1. Zoning and subdivision control.
  - 2. Programs for capital expenditures.
  - 3. Other actions by the commission or other government agencies.
- F. Officially present the Planning Commission's recommendations to the City Council.
- G. Officially represent the Planning Commission, and Planning Department, at planning conferences, interdepartmental meetings, and to the public and press.  
[Annotation: Section 11.3.G was changed by amendment on November 4, 1999]
- H. Encourage development in harmony with plans, policies and ordinances, supply information, and promote understanding of planning.
- I. Perform other such duties as are contained in a job description adopted by the City  
[Annotation: Section 11.3.I was changed by amendment on November 4, 1999]



Section 12.0 Adoption and Repeal:

- 12.1 Upon adoption of these by-laws and rules of procedure, they shall become effective and all previous rules of procedure or bylaws shall be repealed.

Section 13.0 Amendments:

- 13.1 These rules may be amended at any regular meeting of the Planning Commission by a two-thirds (2/3) vote of the total membership of the commission.

Adopted by Manistee City Planning Commission - 1/9/92  
Amended by Manistee City Planning Commission - 12/10/92  
Amended by Manistee City Planning Commission - 12/9/93  
Amended by Manistee City Planning Commission - 11/4/99  
Amended by Manistee City Planning Commission - 1/4/01  
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